
The designation of “I” (incomplete grade) is used to record work, which so far as covered, is of passing grade, but is incomplete because of personal illness or other unavoidable reason.

1. Instructors assigning an “I” grade must complete an Incomplete Grade form with the dean’s office. Copies of the completed form will be sent to the department chairperson, the dean of the college in which the course was taught, and the student receiving the “I” designation.
2. Instructors will convert the “I” designation to a letter grade no later than the final day of classes in the next regular (fall/spring) semester in which the designation was assigned, by using Request Grade Change through MyIUP.
3. An unresolved “I” designation **will convert to an “F” grade after the next regular (fall/spring) semester** in which the designation was assigned, unless an extension is obtained from the dean of the college in which the course was taught. Extensions with dean approval can be sent to registrars-office@iup.edu.

The designation of “L” (late grade, continuing course) is appropriate for cases in which student wor